

Communication Action Team
Meeting Notes
January 28, 2004

Attendance Tandy Bidinger, Katherine Edgren, Pat Gilbert, Julie LeBlanc, Lucinda Means, Bobbi Tisdale, Lore Watt- Corradino, and Henry King,

Meeting Overview
(25 words or less) Lucinda Means, Moderator provided the purpose and vision for the Action Team. Team developed their Operating Charter, roles & responsibilities, and meeting format. Meeting dates and agenda for the first meeting were determined

Meeting Notes

1. Purpose and vision of the Action team was shared
2. Operating Charter, Roles and Responsibilities, and meeting format were developed. (see Operating Charter document)
3. Lucinda Means will be the Moderator.
4. Lore Watt-Corradino will provide the administrative support.
5. Kathy Edgren will be the time keeper for the meetings.
6. Team identified additional entities who should be asked to join the team. Team members took responsibility to notify these entities.
7. Meeting dates, times, and locations were determined (see below)
8. Actions Items and Agenda Items for the next meeting were determined. (See below)

Action Items

1. Team members agreed to identify and be prepared to share with the group statewide current processes for communicating to the public (processes for informing, gathering feedback, and involving the public in decision-making processes).
 - MDOT- Bobby Tisdale
 - 3 C's, MPO, SEMCOG, 5 Road Commissions – Lore Watt-Corradino
 - Tri-County, Rails to Trails and/or League of MI Bicyclists – Lucinda Means
 - CATA – Pat Gilbert
 - Clinton Co. Road Commission, MI Development Disabilities – Tandy Bidinger
 - Lakes Area, 4 Towns Citizens Action Team, Inc. – Julie LeBlanc
2. Lucinda will revise and send contact list to all team members to ensure everyone is receiving her email
3. Lucinda will retrieve and provide a laptop computer at the next meeting.
4. Lucinda and Lore will draft a meeting agenda format as provided by MDOT-PED. The agenda will be submitted to team members for

review by the end of the day on Monday.

5. Kathy will draft description of the 70/30 decision-making rule, as a possible fallback and send to Lucinda by Friday.
 6. Lore will gather and be prepared to share a “Citizen Guide” for communicating to the public, an example of a citizen presentation format, and federal guidelines governing public involvement as drafted in the ICETEA Legislation.
 7. At a later date, the team agreed to identify best practices with respect to public communication/involvement processes amongst federally-funded organizations.
 8. All Team Members will review the operating charter.
 9. All Team Members will begin reviewing issues, goals, and actions and think about what needs to be done to implement the items.
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**Proposed
Agenda Topics
For Next
Meeting**

1. Review and Draft Purpose Statement
 2. Review Drafted Operating Charter
 - Kathy will provide a description and explain the 70/30 rule to the team.
 - The team will determine which of the 3 fallback decision-making processes they will adopt.
 - Lore will present an agenda format to the team for feedback, comments, and acceptance.
 3. Begin to review and prioritize the Action Team’s Issues/Goals/Actions based on a short/mid/long-term sequencing.
 4. Team members will share findings with the group on current statewide processes for communicating to the public.
 5. Draft agenda for the following meeting.
 6. Post Meeting critique of meeting.
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**Next Meeting
Dates**

1. Tuesday, February 17, 2004
1:00-4:00pm
2. Full schedule will be developed in February.